

Topsfield Planning Board
July 1, 2014

Chairman Morrison called the meeting to order at 8:00 PM at the Town Library. Board members present were Martha Morrison, Jeanine Cunniff, Joseph Geller, Ian De Buy Wenniger and Steven Hall. Roberta Knight, Community Development Coordinator was also present.

Visitors: Roland Demers, Carol Demers, Roland Demers II, Sean Ward and Alan Grenier.

159 Washington Street: At 8:25PM, Chairman Morrison called to order the public hearing to consider the application of Roland and Keri Demers for premises located at 159 Washington Street requesting a special permit pursuant to Article VII, Section 7.03 of the Zoning By-law for a pre-existing temporary accessory apartment.

Ms. Knight summarized for the Board that the temporary accessory apartment is an existing walk-out basement unit within the single family house that has never been permitted. It was built with a building permit in 1999 by a previous owner. The current owner bought the property but never used the accessory unit. The Demers family will be passing papers on the property on July 7, 2014 and have filed this application to legalize the accessory apartment in which the senior Demers plan to occupy. The accessory unit building layout shows that it is within the 750 sq. ft. requirement.

Upon review of the application, plan and documentation, the Board made the appropriate finding to grant a special permit. Member Ian De Buy Wenniger made the motion to grant a special permit to Roland & Keri Demers, the anticipated owner of the property located at 159 Washington Street, in accordance with a deed to them expected to be recorded at the Essex County South Registry of Deeds; term of the Family Accessory Apartment use is three years expiring on July 1, 2017; and approval is conditioned on the sale of the property to the Applicant. The motion was seconded by Member Jeanine Cunniff; so voted 4-0.

Clerk Steven Hall arrived

116 Boston Street: At 8:15PM, Chairman opened the hearing to consider the application of Pierce Farm LLC by Sean Ward pursuant to the Topsfield General By-laws, Chapter 51, Stormwater Management and Erosion Control for a stormwater management permit for the construction of a parking lot.

Attorney Alan Grenier and Sean Ward reviewed the stormwater site plan with the Board. Chairman Morrison noted that the actual stormwater and erosion control review was performed by the Zoning Board of Appeals as part of the special permitting and site plan

review process for the change of use from a residential home to a conference and event facility. Beals & Thomas performed the peer reviewed.

Attorney Alan Grenier noted that the plan before the Planning is the plan approved by the Zoning Board of Appeals and reviewed by Beals & Thomas. The site requires a parking area for approximately 20 parking spaces. This is the only external grading work proposed at this time for the property.

Clerk Steven Hall made the motion to approve a stormwater management special permit for 116 Boston Street; seconded by Member Jeanine Cunniff. Discussion followed. Member Ian De Buy Wenniger expressed his reluctance to approve a special permit without first reviewing the Beals & Thomas review letter and also the O&M Plan for the site.

Chairman Morrison then noted that she had been present during the Zoning Board's hearing deliberations which included stormwater and that this is the Planning Board's first pass-through on stormwater from the ZBA.

It was the consensus of the Board to continue the review process until the next meeting prior to which Ms. Knight will forward the Beals & Thomas review letter and maintenance plan.

Member Jeanine Cunniff made the motion to continue the hearing to August 5, 2014 at 8PM in the Town Library; seconded by Member Ian De Buy Wenniger; so voted 5-0.

Hickory Beech Update: Ms. Knight informed the Board that she had contacted Town Counsel Patricia Cantor relative to drafting a letter to TD Banknorth in order to access Tri-Partite funds for the peer review of the As-built Plans for the street acceptance process. Ms. Knight also noted that she had forwarded minutes and other pertinent information to Counsel. Ms. Cantor is currently on vacation, but on her return she will address the matter.

Peoples Bank Proposal: Ms. Knight also informed the Board that she had coordinated a meeting with the BSC Group Inc. and engineering firm representing Peoples Bank. In attendance was BSC Project Engineer David Biancavilla, Glenn Clohecy, David Bond, John Coulon and Roberta Knight. Currently, the BSC Group is performing a feasibility assessment as to the location of a new bank facility in Topsfield. The proposed site for this facility is currently the location for the exit/access entrance for the village shopping center. Ms. Knight noted that it was made very clear by the town participants that this would impact the entire shopping center site.

Zoning Definitions: Chairman Morrison encouraged the Board members to review the definition sections in both the Zoning By-laws and the Sub-division Rules and

Regulations and compare the definitions for same items. In many cases, both reference the same definitions but with somewhat different language.

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator